

## Getting Started with DTrade

The Defense Trade Controls Electronic Licensing System (DTrade) is a service provided to U.S. citizens and specified foreign individuals who submit license applications for the export or temporary import of defense articles pursuant to the International Traffic in Arms Regulations (ITAR).

Please familiarize yourself with DTrade User Requirements and ITAR prior to requesting access to DTrade. Both references are available online at the [Getting Started](#) tab.

***Please note: Before using DTrade you must purchase and install a digital certificate on your PC, register the certificate with the entity listing in DTrade, and assign the necessary user roles to the digital certificate. Submitting export applications prior to completing these steps will automatically be rejected.***

### How to access the DTrade Electronic Filing System

**1. Purchase an Access Certificate for Electronic Services (ACES) digital certificate.** Each person, who requires access to the DTrade Electronic Filing System, must have their own unique ACES digital certificate. Digital certificates are issued to individual users and must not be shared amongst other coworkers - each user must have their own digital certificate.

ACES digital certificates may be purchased from one of the two authorized ACES vendors listed below:

IdenTrust ([www.identrust.com/dtrade](http://www.identrust.com/dtrade))

ORC ([www.aces.orc.com](http://www.aces.orc.com))

**2. Install the ACES digital certificate in Internet Explorer.** The vendor you choose will provide instruction and support for downloading and installing or replacing the ACES digital certificate to your PC. The DTrade application only supports Internet Explorer versions 6 and 7 at this time, so when downloading the digital certificate, you must use Internet Explorer to install it in the Personal certificate store. **You can maintain another web browser on your PC but you must use Internet Explorer 6 and 7 for all your DTrade transactions.**

**3. Log on to DTrade2 to register your ACES Digital Certificate.** Go to the DTrade Information Center web page at [www.pmdtdtc.state.gov/DTrade](http://www.pmdtdtc.state.gov/DTrade) and save this as a favorite. This page will have important information regarding any changes in the submission process as well as the DTrade2 log on link. Click on the link titled **DTrade2 Log-In**.

The system will prompt for your digital certificate, authenticating you to enter the DTrade system with a dialog box labeled **Export Filer Registration**. Your name will appear and you will need to enter your email address and telephone number in the appropriate fields. From the drop down list, select the company name registered with DDTC (if a subsidiary, the parent company's registered name). This is the formal name of the company when it registered with DDTC and received a registration code (**see ITAR 122**). **If you see duplicate or multiple name variations for your parent company, STOP at this point, and contact the DTrade Help Desk (202-663-2838 or email [DTradeHelpDesk@state.gov](mailto:DTradeHelpDesk@state.gov)) with the company's registration code for assistance in making the correct selection.** This is a critically important step to perform so that application status and licenses will be viewable when you log in to DTrade.

The next step is to assign the user roles to the digital certificate just registered. The user type and roles must be assigned **prior** to submitting a license application. Applications submitted before these steps are completed will automatically be rejected by the DTrade application.

## Setting the DTrade User Type and Roles

### User Types:

*User*                      An individual assigned one or more multiple DTrade user roles (see roles below) by the Super User(s) to perform their assigned tasks in DTrade.

*Super User*            An individual assigned to administer roles for all other users under a DTrade entity's listing. To use DTrade there must be at least one Super User. If there is only one user, then that person must become the Super User. He/she must be a **direct employee** of the company.

### User Roles:

*Industry Submitter*                      Allows a user to electronically submit DTrade license applications and upload additional documentation on behalf of the company.

*Industry Status Retriever*              Allows a user to track the status of electronically submitted applications and download signed licenses. (This does not automatically include ability to upload additional documentation.)

For more information about maintaining or replacing a Super User's digital certificate, see the DTrade FAQ's document

*Industry Signature Authority* Allows the user's electronic digital signature on to be recognized in DTrade as authorized to sign applications. This authority must be limited to an Empowered Official of the company.

#### **4. To Designate User Roles**

When the user has completed registering their ACES digital certificate with the parent company listing in DTrade, they will need to contact the company Super User. The Super User will be able to select what roles the user is to have.

#### **5. To Designate Super Users**

After the digital certificate is registered with the parent company listing in DTrade, a typed letter on the parent company stationary must be submitted giving the following information:

- i. Registered parent company name
- ii. Parent company fax number
- iii. PM/DDTC Registration Code
- iv. List naming the Super User(s) with their office phone number and email address.
- v. Name and title of the senior officer or empowered official of the parent company that is signing the request, their contact information, and their hand written signature (*no stamped signatures will be accepted*).

The Super User letter must show the current date.

Super Users under a subsidiary registered under the parent company's listing in DTrade must have the parent company submit the above Super User letter.

Fax the above Super User request letter to the DTrade Help Desk at 202-663-2756. Do not put the above letter on a fax cover sheet or transmittal sheet.

#### **6. Confirmation of Super User Status.**

Allow two (2) full business days for the DTrade Help Desk to process your request. The Super User(s) listed in the letter will receive an email confirmation along with instructions for assigning the various DTrade roles.

If the request cannot be processed, the persons listed on the letter will be emailed as to what modifications or additional information is needed to satisfy the requirements for processing the Super User request.

## Overview for obtaining access to DTrade

Additional documentation about replacing digital certificates and Super User status can be found on the DTrade Information Center web page on the DTrade FAQ's link:

[http://pmddtc.state.gov/faqs.documents/FAQs\\_dtrade.pdf](http://pmddtc.state.gov/faqs.documents/FAQs_dtrade.pdf).

